



# Professional Division



## BALLET ACADEMIC PROGRAM INFORMATION HANDBOOK

Offices and Studios  
380 Graham Avenue  
Winnipeg, MB  
R3C 4K2  
T: 204.957.3467  
RWB School@rwb.org

Residence  
236 Carlton Street  
Winnipeg, MB  
R3C 1P5  
T: 204.925.6640  
residence@rwb.org





Dear Parents and Students,

*Canada's* Royal Winnipeg Ballet RWB School has a tradition of producing strong, versatile and dynamic dancers through a careful and systematic training process. Our Professional Division graduates are employed as dancers and dance professionals in companies around the world. The RWB School is committed to achieving the highest possible standards of artistic excellence in a creative, nurturing, and compassionate environment.

This handbook has been prepared to answer many of your questions with respect to professional dance training and careers in dance. It will inform you of RWB School regulations and our expectations of each student. Whether you are attending our full-time program for the first time or returning to the RWB School, I encourage you to read and understand these materials. If you need further assistance please do not hesitate to contact the RWB School Office.

On behalf of the entire teaching and administrative staff and myself, welcome to *Canada's* Royal Winnipeg Ballet RWB School.

We look forward to sharing our love of dance with you.

Sincerely,

Arlene Minkhorst  
RWB School Director  
*Canada's* Royal Winnipeg Ballet



## REGULAR SESSION

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Please note that this is a living document and changes regarding stated information may occur from time to time.

## I. THE STAFF OF CANADA'S ROYAL WINNIPEG BALLET SCHOOL PROFESSIONAL DIVISION

### Artistic Staff

<i>RWB School Director</i>	Arlene Minkhorst
<i>Principal of the Professional Division</i>	Jacqueline Weber
<i>Teacher Training Program Director</i>	Johanne Gingras
<i>Aspirant Program Director</i>	Stéphane Léonard
<i>Faculty</i>	Suzanne André, Scott Andrew, Mark Cameron, Maritel Centurion, Jacqui Davidson, Alexander Gamayunov, Claude Garand, Caroline Gruber, Oleksandra Kondratyeva, Chelsey Lindsay, Claire Marshall, Bruce Monk, Jordan Morris, Radostina Panova, Gabriela Rehak, Roman Rykine, Marijka Stanowych, Jo-Ann Sundermeier, Chris Wolf
<i>Principal Pianist</i>	Donna Laube
<i>Assistant Principal Pianist</i>	Miroslaw Szarek
<i>Accompanists</i>	Arlene Baschak, Mark Cameron, Daniel Clark, Irena Gendelman, Michael McKay, Dale Rogalsky, Nina Rudakova, Jay Stoller, Viktoriya Yamchuk

### Administrative Staff

<i>RWB School Director of Operations</i>	Kate Fennell
<i>Interim RWB School Operations Manager</i>	Monica Kowalik
<i>Dean of Residence</i>	Marla Aronovitch
<i>Program Support Manager</i>	Lindsay McKnight
<i>Interim RWB School Office Supervisor</i>	Kris Wiklund
<i>Registrar</i>	Jane Puchniak
<i>Schedule Coordinator</i>	Allie Estrada
<i>Project Coordinator</i>	Ken Perchuk
<i>Footwear Manager</i>	Janet Anderson
<i>Administrative Counsellor</i>	Kari Hintz
<i>Activity Coordinator</i>	Heather Taschuk
<i>Counsellors</i>	Kyla Bernardo, Erin Brennan, Jenessa Dick, Inna Fradkov, Janelle Hebb, Ashli Hodgert, Chantal Hogue, Yolibe Velasquez de Cowie, Jacqui Davidson, Carol Hoydalo, Samantha Markewich, Robert Pleschke, Hannah Rogalsky-Hogan
<i>Head Chef</i>	Matthew Rothman
<i>Sous Chef</i>	Alexandre Borger
<i>Cook</i>	Katie Heinrich
<i>Kitchen Assistants</i>	Doris Bedard, Jonabelle Tay*, Roslynne Manson
<i>Student Kitchen Assistants</i>	Ryan Vetter, Jera Wolfe
<i>Caretaker</i>	Gawain Umphrey

### Support Staff

<i>Medical Department Head</i>	Dr. Brian Lukie, M.D.
<i>Physiotherapy Department</i>	Kevin Dyck, B.M.R (PT); Sam Steinfeld, BSc, B.M.R (PT); Janine Didyk, B.Sc., B.M.R (PT)
<i>Massage Therapist</i>	Leanne Lawrie, R.M.D.
<i>Sports &amp; Wellness Nutrition Consultants</i>	Jorie Janzen, RD, BHEc; Marieke Breakey
<i>Performance Enhancement Consultant</i>	Aman Hussain

Biographies for select staff available online at [www.rwb.org/RWB\\_School](http://www.rwb.org/RWB_School)

The above staff represents select RWB employees and contracted consultants who work directly to support the RWB School. Listing as of July 2012.

## II. CURRICULUM

Canada's Royal Winnipeg Ballet School Professional Division has spent over 40 years researching and studying the means to adapt the finest elements of the Russian training system for the Canadian dancer. The result is a unique curriculum that develops a versatile young artist with a strong technique and the ability to be competitive internationally.

The genial and logical pedagogy of this system of training became clear to Founding Director, David Moroni, in the late 1960s and early 1970s through his very special association with the late, world class teacher and pupil of Agrippina Vaganova, Vera Volkova. In 1970, Mr. Moroni began to introduce these principles gradually into the newly formed Professional Division of the RWB School. The Russian training system is a carefully structured program of study that does not produce instant results. Time and patience are of the essence.

A commitment to years of slow growth and evolution are the root of this very successful method of training. The RWB School teaching staff, educated and experienced in the practice of this system, is a key element in its success. These same teachers impart their knowledge as a collaborative team to subsequent generations of teachers and dancers. The rest is history, as witnessed by the long list of RWB School Alumni.

RWB School students are introduced to intensive work in ballet technique classes, pointe classes and, in later levels, pas de deux and variations. In addition to classical training, students receive a comprehensive education in character and modern dance. The curriculum is augmented by classes in historical dance, conditioning, music, repertoire, Spanish, improvisation, choreography, art and dance history classes, creative movement, strength training, and nutrition and performance enhancement.

There are also many opportunities for students to perform throughout the year. Additionally, students who have an interest in teaching may have the opportunity to work as teaching assistants in the RWB School's Recreational Division.

## III. LEVELS AND FEES

There are seven levels in Canada's Royal Winnipeg Ballet School Professional Division Ballet Academic Program. Each level generally corresponds with an academic grade:

Level 1	Academic Grade 6
Level 2	Academic Grade 7
Level 3	Academic Grade 8
Level 4	Senior 1/Academic Grade 9
Level 5	Senior 2/Academic Grade 10
Level 6	Senior 3/Academic Grade 11
Level 7	Senior 4/Academic Grade 12

The placement of a student in a level typically corresponds with their academic grade when applicable; however, exceptions are made dependent upon each student's individual needs.

The RWB School offers an Aspirant Program for those who have graduated from both high school and Level 7, or the equivalent at another professional training program.

The RWB School also offers a full-time Teacher Training Program for students who have graduated from high school and are interested in pursuing a career in teaching dance.

### 2012-13 REGULAR SESSION TUITION FEES

<i>Canadian Citizens &amp; Landed Immigrants</i>		<i>International / Visa Students</i>	
Levels 1 – 3	\$2,345	Levels 1 – 3	\$4,690
Levels 4 – 7 ( <i>still in academic RWB School</i> )	\$3,115	Levels 4 – 7 ( <i>still in academic RWB School</i> )	\$6,215
Levels 4 – 7 ( <i>completed academic RWB School</i> )	\$4,765	Levels 4 – 7 ( <i>completed academic RWB School</i> )	\$9,505

### 2012-13 REGULAR SESSION RESIDENCE FEES

<i>Canadian Citizens &amp; Landed Immigrants</i>		<i>International / Visa Students</i>	
Regular Session Fee	\$11,035	Regular Session Fee	\$16,125
Damage deposit (new students only)*	\$ 225	Damage Deposit (new students only)*	\$ 225

*The cost of Residence includes three meals per day, wireless Internet service in the Residence building and transportation to and from Nordale School for students in grades 6-8.*

\*A \$225 Damage Deposit is required of all Residence students. Damage Deposits already on file are automatically transferred to current session. Please note that if any charges have been levied against your Damage Deposit from the previous session, your deposit must be topped up to the base amount prior to the commencement of this session. You will be notified in writing of any levied charges.

#### **Student Lounge/Locker Damage Deposit      \$ 150**

The Student Lounge has a refrigerator, microwave, washer/dryer, telephone, and bulletin boards for the use and comfort of the students. Students may bring food with them but the containers should not be left in the lounge but brought home at the end of the day. Showers, change rooms and lockers are available for non-Residence Professional Division students in the 3<sup>rd</sup> floor Student Lounge in the RWB studio building. Students must bring their own lock and register the combination and locker number with the RWB School Office when classes commence. The RWB is not responsible for students' items.

The damage deposit will be charged if a student is known to wilfully damage the space and repairs/maintenance are required. Damage deposits will be charged collectively for all female or male students if damage is incurred but no specific culprit is determined. Damage deposits must have a balance of \$150 at the start of each session. Withdrawing/non-returning students will have any remaining balance in their damage deposit returned to them at the close of their last session.

Several times a year, student levels will be assigned the clean-up of different areas of the lounge/locker rooms. Schedules for these "clean-up days" will be posted on the RWB School bulletin boards and artistic staff will inspect both of these spaces on a regular basis. Every student is expected to demonstrate responsibility by picking up after themselves on a daily basis and maintaining the cleanliness of the lounge/locker rooms. Clothing that is left outside of lockers in the change rooms will be placed into bins by RWB cleaning staff so they may properly maintain the facilities. The bins are considered "Lost & Found" and will be regularly emptied with contents donated to charities. Students must take responsibility for their personal effects.

#### **Wireless Internet Access**

Available in the RWB building for those students with their own device.

#### **Dining Room**

Monday – Friday Lunch Program	\$ 1,490
Monday – Saturday Lunch Program	\$ 1,790
Monday – Friday Dinner Program	\$ 1,490
Monday – Saturday Dinner Program	\$ 1,790
Monday – Friday Lunch & Dinner Program	\$ 2,980
Monday – Saturday Lunch & Dinner Program	\$ 3,580
Pay-As-You-Go Meal Card	\$ 65

Meal programs at the fees listed above include one visit to the dining hall during the scheduled time for those meals. Students may eat as they desire during that one visit (ie. seconds are permitted). Students wishing to visit the dining hall in excess of the one visit for snacking or for Saturday meals may pay for food items à la carte in cash to the kitchen staff at the time of the visit or by use of a Pay-As-You-Go Meal Card, available through the RWB School Office.

#### **Transportation (non-Residence students in grades 6-8 only)**

To and from Nordale School	\$ 425
To or from Nordale School (one-way)	\$ 255

Transportation at the fees listed above includes shuttle service to and/or from Nordale School at regularly scheduled times Monday to Friday whenever classes are in session. The RWB School Office should be contacted to verify that service can be provided. Transportation for other events for non-Residence students may be made available periodically, at additional costs, with optional sign up information being posted in advance accordingly.

#### **Transportation (Residence students)**

Students are responsible for arranging their own transportation for personal events such as shopping, visiting friends, or going to a movie. During Regular Session, RWB Residence staff may provide transportation for personal events providing that staff is available to do so. Transportation cards can be purchased at the School Office for a fee of \$15 for 10 one-way rides or \$25 for 20 one-way rides. Transportation cards may be charged to your credit card on file. The RWB Residence will no longer accept cash or I.O.U.s for rides.

## **Holiday Travel**

Students and parents are reminded not to schedule holiday travel on days when classes are in session. Transportation to and from the airport for travel outside of stated arrival/departure dates for the session is subject to availability of drivers and such special requests must be made in writing to the Residence staff. A minimum \$20 fee will be charged for transportation to and from the airport outside of established travel times when staff are able to accommodate such requests. Where Residence staff cannot accommodate special requests, the student will be required to find their own way to the airport/bus terminal.

Carlson Wagonlit is the official Travel Agency and Air Canada the official airline of the Royal Winnipeg Ballet. Please book your travel arrangements well in advance to ensure flights that will work with our seasonal calendar.

Carlson Wagonlit Travel  
Skywalk Level, 444 St. Mary Avenue  
Winnipeg, MB R3C 3T1  
Tel: 1.877.575.9416  
Fax: 204.943.6010

If you are unsure whether your projected travel dates fall within the established schedule it is strongly recommended that you contact the Principal of the Professional Division and the Residence staff.

## **Public Transportation**

The RWB School is recognized by the City of Winnipeg as an eligible institution for the discounted Post-Secondary Bus Pass with Winnipeg Transit. Professional Division students who have completed high school are now eligible for a student bus pass at a discounted price of \$60.95 per month, which is a savings of \$16.17 (21%) per month (price subject to change).

Passes are available each month and must be purchased through the School Office. The RWB School Office must receive written permission from parents beforehand if a student wishes to use their parents' credit card on file to purchase their bus pass (see Credit Card Authorization Form).

The deadline to purchase passes each month will be posted for the students and will typically be a week before the first of the next month. Please note that bus passes are non-refundable. The RWB is not responsible for lost, misplaced or stolen passes and replacements will not be available. Students should take every precaution to see that their bus pass is always accounted for and kept in a safe place.

## **IV. ACADEMICS**

### **Partner RWB Schools**

Canada's Royal Winnipeg Ballet has forged unique partnerships with academic RWB Schools that enable us to offer the best overall support to our Professional Division student body. Our partner for academic grades 6–8 is Nordale School in the Louis Riel School Division and for academic grades 9–12, our partner is the Collegiate at the University of Winnipeg. The RWB School Dean of Residence and other key RWB School staff meet with our academic partners on a regular basis in order to monitor and support RWB School students' progress.

### **Schedules, Supplementary Programming and Academic Credits**

Students in grades 6–8, typically RWB School Levels 1–3, normally attend academics at Nordale School from 8:45am to 2:05pm with their dance classes at the RWB School scheduled from 2:45pm to 5:30pm.

Students in grades 9–12, typically RWB School Levels 4 – 7, are normally scheduled for their dance classes from 8:30am to 11:15am at the RWB School facility and attend academic classes at the Collegiate at the University of Winnipeg from 12:30pm to 4:00pm. They may have additional classes and/or rehearsals scheduled at the RWB building from 4:30pm into the evening.

Our partners at the Collegiate have developed a daily schedule that makes it possible for RWB School students to complete six academic credits each school year. Thus, in a four-year span, students could receive up to 28 credits, the requirement for high school graduation in Manitoba. There is an additional ballet credit, per level from Level 4–7 inclusive, available to RWB School students as full academic credit towards the matriculation requirements. As well, students are eligible for up to four additional credits through student-initiated projects or school initiated courses, such as participating in *First Steps* or *Concert Hour Ballet*.

Students in grades 6 – 8 at Nordale School and grades 9 – 12 at the Collegiate at the University of Winnipeg are not required to participate in the physical education component of the Phys Ed/Health curriculum. All Professional Division students continue to participate in the health component of the Physical Education/Health curriculum which is integrated within their regular academic coursework in middle school and at the high school level through online coursework overseen by the Collegiate faculty.



The RWB School offers supplemental programming to complement the students' academic and dance training, including classes in subjects such as dance history, nutrition, peer relationships and performance enhancement. For grades 6 – 8 students, some of these classes are integrated into Nordale School's existing six-day schedule during regularly scheduled physical education classes, delivered on-site at Nordale School by RWB School faculty and staff.

RWB School students in grades 9 – 12 receive similar supplementary programming at the RWB building, within their class and rehearsal schedule. All supplementary programming is appropriate to the age and level of the student and considered within the global dance curriculum for a given level. Art classes are provided by the RWB School, delivered by the RWB School art instructor at the Collegiate facilities for all students in Levels 4 and 5, and students receive a ½ credit in each year for these classes.

Students who are unable to maintain a good academic standing while in the dance program may be withdrawn from dance classes until improvement is made, or asked to leave the RWB School.

### **RWB School Transfers & Transcripts**

Parents of students who are joining us for Regular Session in the fall are asked to send a copy of their child's academic transcripts for the 2011-12 school year directly to the Winnipeg academic school they will be attending. Parents will be notified of their child's acceptance into Regular Session by phone in July.

Winnipeg parents should also notify their child's home school and provide a notice of possible change of schools. Notice must be put forth prior to the end of the RWB School year otherwise the transfer could be denied.

### **Transportation (Residence students)**

RWB School students living in Residence are driven in an RWB School van directly to and from the RWB studios and Nordale School. For a fee, non-Residence students may also be transported to and from Nordale School. Payment is made with the Registration Form.

The Collegiate at the University of Winnipeg campus is within blocks of the RWB studios and students walk there within minutes. Transportation may be arranged to the Collegiate for Residence students during inclement weather, pending availability of drivers.

### **Correspondence Classes**

Correspondence classes are available in the event that an RWB School student wants to take additional high school credits outside of regular academic school. These are home study courses and exams are arranged through the academic school at regular intervals throughout the year. A separate fee is paid for these classes. A wide variety of courses are offered ranging from electives to required courses. Check with the principal at the appropriate academic partner school for further details. When considering additional coursework through correspondence, please take into account that the RWB School dance and academic programs are both challenging and demanding and that the students are working under conditions where expectations for success are high. It may not be reasonable for all students to additionally take on correspondence work.

### **Academic Fees**

The RWB School appreciates the Province of Manitoba's support of our Professional Division students from their financial contribution through the Department of Education towards academic costs for all students attending the RWB School, regardless of country of origin.

As a result of this support, non-Manitoban RWB School students attending Nordale School (grades 6–8), including international students, are only required to pay approximately \$1,400 per year in academic fees. Fee is subject to change.

The Province of Manitoba also supports our high school students. In addition to the province's support, a special subsidy has been established by the Collegiate at the University of Winnipeg that allows for all RWB School students (including Manitobans) attending the Collegiate at the University of Winnipeg (grades 9–12) to only be required to pay \$2,575 per year in academic tuition costs. This amount covers academic education from September to June, which is broken into two sessions (Winter and Spring) by the Collegiate and represents a mere fraction of the actual costs for non-RWB School students attending this noted private academic school. Please note that a one-time registration fee of \$100 is levied for all students who are new to the Collegiate in their first year of attending only.

International students attending the Collegiate at the University of Winnipeg should refer to the section on Health Insurance for information on the compulsory insurance program for international students.

Further questions about academic fees may be directed to the RWB School Registrar.

All fees are subject to change. Academic fees are the responsibility of parents. All eligible academic fees for Nordale and the Collegiate must be forwarded directly to the RWB School with your RWB School Registration Form. We will forward the fees on to the appropriate School on your behalf.

## **V. NUTRITIONAL INFORMATION**

Healthy eating may not make a great dancer, but poor eating habits will have a negative effect on the career and training program of professional dance students. Nutrition is an important part of a professional student's training. Aside from heredity and physical training, there is no single factor that plays a bigger role in the quality of dancing than what a student eats. Healthy eating is important for energy, strong bones, growth, a healthy body weight, feeling good about oneself and maintaining overall health. Students living in *Canada's Royal Winnipeg Ballet School Professional Division Residence* are provided with delicious meals in the dining room specifically prepared for the dancer's nutritional needs.

Professional Division students are required to attend nutrition classes during the year where they are taught *Canada's Food Guide for Healthy Eating* as the best diet for peak performance. It involves eating foods from all four food groups that include grain products, vegetable and fruit, milk and milk products and meat and alternatives. Choosing a variety of foods from each group every day supplies all the nutrients dancers need. If any of these food groups are eliminated, dancers will be missing out on important nutrients needed for optimal training, performance and health. Unless prescribed by a physician, vitamins and minerals should come from food and not supplements. A multi-vitamin taken once a day is acceptable.

Besides making wise food choices, it is also important that dancers remain well hydrated by drinking plenty of water throughout the day as well as before, during and after dance classes.

The RWB School is committed to providing the best nutritional training for the professional dance student. Nutrition education is provided on a variety of topics, healthy meals are provided in Residence, and registered dieticians are on staff and available to students.

Meal programs for Non-Residence students are available. Please see the section entitled Dining Room for more information.

## **VI. RWB SCHOOL CONDUCT**

*Canada's Royal Winnipeg Ballet School Professional Division* students are expected to display a courteous manner at all times and comply with the rules of the RWB School. Failure to do so may result in a student's dismissal from the RWB School. Upon dismissal, tuition and Residence fees will not be refunded and parents will be responsible for the student's immediate return home.

- Students must conduct themselves in a manner that does not interfere with other people's use and enjoyment of RWB facilities
- Students must attend all scheduled classes except when permission to be absent has been granted through a Request for Leave of Absence Form
- No drug use at any time
- No unlawful alcohol use
- No smoking in the Residence or RWB building
- No foul language
- No vandalism, abuse of facilities or tampering with building equipment
- No harassment or bullying

**A student may be sent home for any of the following actions or behaviours:**

- Illegal drug use
- Illegal alcohol use
- Theft
- Violence
- Sexual activity on the RWB premises
- Criminal acts/activity
- Expulsion from academic RWB School
- Non-adherence to RWB School rules

Students are further advised that any use for any purpose whatsoever of *Royal Winnipeg Ballet* name, logo, brand, property or other images, in all of their current and future forms, in all mediums and media now existing or to be invented in the future, and/or any activity or appropriation of the name, logo, brand, property and images, must be approved in advance by the RWB marketing department. Any unauthorized usage will result in disciplinary action up to and including termination of employment or expulsion.

## **Smoking Policy**

Smoking is not permitted in Residence or the RWB building. Smoking is highly discouraged by the RWB School. Dancers need to maintain peak physical condition and dancers must be responsible for maintaining good health. They must have a mature and intelligent understanding of their physique if they are to optimize their potential. The RWB School will request, in writing, parental permission for those students under the age of 18 who smoke. In the assessment of financial aid applications, smoking is taken into consideration.

## **RWB School Professional Division Advisory Committee**

The RWB School Professional Division Advisory Committee has been established to discuss any infractions relating to RWB School conduct. Committee members include the RWB School Director, RWB School Principal, Dean of Residence and Student Care Counsellor. Both the RWB School and Residence have an open communication policy, which means there is open communication between the entire RWB School staff and, when appropriate, families and students. For more details on disciplinary processes and procedures, please refer to the Residence Handbook included in your acceptance package. The process stated there will be applied to non-Residence students as required and appropriate.

## **VII. CLASS CONDUCT**

Canada's Royal Winnipeg Ballet School Professional Division students are expected to display a professional attitude in and outside of their classes and toward their teachers and other students. Students must:

- Arrive on time for all classes
- Notify the teacher, prior to the beginning of class, of any injury that prevents full participation
- Notify the teacher, prior to the beginning of class, of any need to leave class early
- Restrict use of excessive additional outer garments (e.g. leg warmers)
- Be excused personally by the teacher before exiting the classroom

## **VIII. ATTENDANCE**

Canada's Royal Winnipeg Ballet School Professional Division students are expected to attend all scheduled classes to which they are assigned. The Principal of the Professional Division must approve any program or class changes. The weekly schedule and student notices are posted on the RWB School bulletin boards. Students are responsible for checking the boards daily for updates.

The RWB School is not responsible for students who do not attend their scheduled classes by phone or email. Please ensure that non-Residence students are picked up shortly after their classes or events are finished. The RWB will not be responsible for those students left in the building after the conclusion of scheduled programming.

If students will be absent from their scheduled classes, they must notify the RWB School Office prior to missing classes. Students are also expected to explain all absences personally to their teacher(s). It is imperative to attend all scheduled classes. Maintaining peak physical condition requires specific and structured training programs.

Deviating from this structure will affect a dancer's performance. It is important to remember that the absence of one student can impact the progress of the rest of the class/rehearsal as well.

The RWB School discourages students from traveling before or after the scheduled holiday times. Please take this into consideration when booking travel arrangements. If this is not possible, the student must receive approval from the Principal of the Professional Division through a Request for Leave of Absence Form *prior* to arranging transportation.

Students can obtain a Request for Leave of Absence Form from the School Office. All Request for Leave of Absence Forms must be submitted to the RWB School Office in writing two weeks prior to the requested leave. The RWB School reserves the right to approve or deny the request.

## **IX. DRESS REQUIREMENTS**

**Ladies:**

- Navy leotard (official RWB School uniform\*)
- Pink tights, black tights
- Pink ballet slippers
- Character shoes (Levels 4–7 only), navy blue wrap skirt
- Long Character skirt (Levels 3, 4 & 5)
- Pointe shoes (as required)
- Hair pulled off the face in a classical bun

**Gentlemen:** Navy tights and leotard or unitard (official RWB School uniform\*)  
 Black or white ballet slippers  
 Character shoes (Levels 4-7 only)  
 Hair off the face

Students are advised to have sufficient dance clothing to allow for frequent changes and laundering. Cut-off tights, spaghetti strap leotards, jewelry and nail polish are not permitted in class.

\*All new students will be fitted in the fall for the standard RWB School uniform that is worn Monday to Friday and for all special events. Parents are responsible for the cost of the uniforms, which will be made by the RWB wardrobe department. Invoicing and payment for ordered uniforms will be handled through the RWB School Office. Prices of required items, including tax, are as follows and are subject to change:

Ladies navy blue body suit front-lined	\$49
Ladies navy blue body suit bra-lined	\$41
Ladies navy wrap skirt (all ladies)	\$33
Ladies long character skirt (Levels 3, 4, 5)	\$62
Ladies maillot skin tone (mandatory for Level 3 & up)	\$40
Black tights, Mondor Converta foot (Level 3 & up)	\$21
Men's body suit, white Lycra	\$40
Men's footless tight, navy blue (Level 3 & up)	\$43
Men's navy blue shorts (Level 1&2)	\$31

Dance belts can be purchased online or by calling Mallabar's Apparels, 931 Wall Street in Winnipeg, at 204.943.4506.

### **Ballet Shoes**

The RWB operates a shoe room for the benefit of the Company dancers and Professional Division students. The Footwear Manager and artistic staff properly fit the dancers with ballet slippers and pointe shoes. If a special fitting is required for pointe shoes, the appropriate order is made with the manufacturer. Special order shoes should not be ordered without the approval of the student's teacher.

### **Shoe Payment**

All shoes must be paid for at the RWB School Office before receipt of the shoes. Students will receive a detailed copy of their purchase at that time. Students may purchase shoes on account with a credit card (if Credit Card Authorization Form is on file) or may pay cash or debit at the time of purchase. Credit cards will be charged at the time of purchase.

To order special shoes (non-stock criteria), 50% of the total cost will be required as a deposit before the order will be placed with the manufacturer. The balance will be due upon arrival of the shoes. The shoes will then be the property of the student.

### **2012-13 Season Shoe Prices:**

Freed Studio Professional pointes	\$ 85
Freed Studio I pointes	\$ 85
Freed Studio II pointes	\$ 85
Freed Classic pointes	\$ 80
Freed Maple Leafs (old stock)	\$ 29
Any pointes deemed by the Shoe Room to be "old stock"	\$ 35
Bloch (special order)	\$ 80
*Chan Hon Goh Principal pointes	\$ 70
Suffolk Solo pointes	\$ 75
*Gaynor Minden in-stock pointe shoes	\$130
Gaynor Minden special order pointes	\$140
Gaynor Minden Fitting Kit	\$ 10
Sansha canvas slippers	\$ 30
Fuzi Slippers	\$ 30

Russian Pointe Slippers	\$ 30
Freed Men's Character Cuban heels (must be special ordered – may take six weeks or more)	\$100
Deluxe ribbons	\$ 5
Elastics	\$ 2
Toe Pads	\$ 7

*All prices include GST and PST and are subject to change.*

\*Please note: these items are available only in limited size ranges. If a student wishes to place an order for a size we do not have in stock, the custom price per pair will apply.

### **Tutus**

Female ballet students in Levels 6 and 7 are required to purchase a tutu from the wardrobe department for the Regular Session. Tutus will be needed at various times throughout the season for ballet classes, rehearsals and performances.

One new tutu	\$ 412	One used tutu	\$ 335
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*Note: Used tutus may not always be available. Students interested in a used tutu should verify with wardrobe department and/or the Principal of the Professional Division prior to purchase to ensure that one is available. All prices are subject to change.*

Students will be given an order form by the Principal of the Professional Division and should take their completed form and payment to the RWB School Office. The above prices include any further alterations that may be required. Payment may be made by cash, Visa, Mastercard, American Express or Interac. Each student will be given a receipt, which they will take to the wardrobe department to pick up their tutu. It is the responsibility of the student to make their own arrangements with the wardrobe department if they require alterations to their tutu. Alteration appointments must be booked in advance.

### **MAC Cosmetics**

Canada's Royal Winnipeg Ballet School Professional Division students, particularly those cast in performances, will be given the opportunity to purchase MAC Cosmetics at a discounted rate. Forms will be distributed to these students, and assistance will be provided in selecting recommended cosmetic products. In addition, workshops will be held explaining theatrical make-up application practices. Cosmetics may be purchased on account with a credit card (if Credit Card Authorization Form is on file).

## **X. ASSESSMENTS**

Canada's Royal Winnipeg Ballet School Professional Division students who wish to pursue a career in classical dance must have the talent, musicality, aptitude and the physique required of the profession. Once in training, students must demonstrate the intelligence and motivation required to respond positively to the physical and emotional demands in order to develop their talents. As well, a dancer's physique and technique must develop to a standard that will allow him/her to successfully pursue a professional career in dance.

In December, a report card is sent to all parents of students who are under the age of 18 and given directly to adult students. This report card is a general evaluation of progress.

Each student has two interviews with his/her ballet teacher during the year. First interviews take place during the months of December and January. This interview provides an opportunity for the student and teacher to discuss progress and goals for the following months. If there are any concerns about the students' future with the RWB School they will be discussed at this time. Each student's progress is re-evaluated in the spring by all teaching staff and a decision is made in regard to their re-acceptance into the RWB School for the following year. This second interview is held in late April or early May.

All students re-accepted into the following year's Regular Session are expected to attend Summer Session in July. Summer Session is an important part of a dancer's training and attendance is mandatory. Any students not attending Summer Session must re-audition for the RWB School.

Parents are welcome and encouraged to contact their child's ballet or academic teachers at any time to discuss any concerns they may have. Please make arrangements for a phone or in-person interview with your child's dance teachers through the School Office.

## **XI. EXAMINATIONS**

Ballet examinations for *Canada's Royal Winnipeg Ballet School Professional Division* Levels 1 – 7 are held annually in the spring. The exam is a prepared class presented to an adjudication panel. The panel consists of RWB School artistic staff and occasionally dancers and artistic staff from the RWB Company and invited guests.

Students are examined on their technical proficiency, artistic presentation, physique as required by classical dance and talent. Students receive the averaged mark of the examination panel and all written comments from the examiners. The exams provide the students with a short-term goal during the second semester and are designed to present the students with an experience similar to that of auditioning for a professional dance company. These examinations do not definitively affect subsequent acceptance, as the results that students receive are the assessments and impressions of the panel on that day. The student's work and progress throughout the year is what determines a dancer's re-acceptance into the RWB School. Although often very stressful for the students, the exams provide them with an invaluable experience that will help them perform well in an audition situation.

Modern and character examinations are held for Levels 3 – 7 following the completion of their modern study block. The exam is a prepared class presented to an adjudication panel.

## **XII. GRADUATING FROM THE RWB SCHOOL**

In order for a student to graduate from *Canada's Royal Winnipeg Ballet School Professional Division*, they must complete an extensive graduation process. Students will be assessed and examined in every area of study. A detailed description of the graduation process is given to students at the commencement of their Level 7 year.

Graduation from the RWB School does not guarantee a dancer's employment with the RWB Company. Although there is a unique working relationship between the RWB Company and RWB School, employment is entirely at the discretion of the RWB Company Artistic Director.

Upon graduation, students may choose to seek professional employment immediately or pursue further study. Depending on the students' plans and interests, they may opt to continue their study in the RWB School's Aspirant Program. The RWB Company often engages the students of the Aspirant Program in their larger productions, both within the city and on tour. The Aspirants may also use the RWB School as a home base while auditioning throughout the year. The RWB School will help Aspirants prepare for the audition process.

## **XIII. RWB SCHOOL PERFORMANCES**

*Canada's Royal Winnipeg Ballet School Professional Division* performances are exciting events in the year and many parents choose this time to visit. Parents are welcome at the RWB School during these times but must remember that students are required to work under professional rules of conduct.

Please ensure that students are not late for any of their rehearsals or professional calls and understand that the dancers will often need time to "focus" before a performance. Students are not permitted to leave the backstage area in rehearsal or performance clothes. Dancers are also not permitted to leave the theatre wearing stage make-up. Parents are not permitted backstage before or during performances, including intermission. Special permission must be obtained to watch rehearsals.

For copyright reasons, videotaping and photography is prohibited for performances. Flash photography is also prohibited, as it can cause accident and injury.

The RWB School calendar, included in the Regular Session acceptance package, includes a list of all RWB School performances for the year.

Please note that RWB School Professional Division students are not permitted to perform outside of the RWB School without permission from the RWB School Director. Any student wishing to participate in any additional dance program during RWB School breaks must also receive approval from the RWB School Director in advance. Requests for authorization must be submitted in writing.

## **XIV. RWB COMPANY PERFORMANCES**

All *Canada's Royal Winnipeg Ballet School Professional Division* students are eligible for one complimentary ticket to see each dress rehearsal by the RWB Company at the Centennial Concert Hall. There are four dress rehearsals during a season, usually in October, December, March and May. The RWB School Office distributes the tickets a few days prior to the shows. Information about discounted performance tickets is emailed to students when applicable.

All RWB Company performances in Winnipeg take place at the Centennial Concert Hall, which has been designated as a portion of the RWB School campus.

From time to time, the RWB Company will select RWB School students to perform in various productions. There are occasions when this is paid work. In order to receive payment, Canadian students must have a Canadian Social Insurance Number (SIN) and international students must have an International Tax Number (ITN). More information on Social Insurance Numbers and International Tax Numbers is available in the section entitled Financial Aid, Scholarships and Grants.

We recommend that you acquire a SIN or ITN for your child as soon as you are able and include it on the Regular Session Registration Form. If need be, Residence staff are able to assist international students with this process once they have arrived in Winnipeg.

## **XV. FAMILY VISITS AND CLASS OBSERVATION**

Parents are permitted to observe their child's classes and to schedule meetings with their ballet teacher for a progress report. *Canada's Royal Winnipeg Ballet School Professional Division* recommends that all guests limit their class observation to one or two times per RWB School year, to help the student retain the focus that is necessary to their training. When visiting students, please understand the importance of allowing them appropriate time to prepare for classes and rehearsals.

Class observation and parent /teacher interviews must be booked through the RWB School Office at least one week in advance. Requests for observation are subject to the approval of the RWB School Director. At certain times of the year, some classes and rehearsals may not be open to observation. If advance notice is not given, you will not be permitted to observe class.

Parents and other guests must check in at the RWB School Office at least ten minutes prior to the start of the class to receive an Observation Pass. The pass must be presented to the student's dance teacher prior to entering the studio. Once a class has begun, no guests will be admitted. Guests must remain in the studio for the entire class.

Interruptions or distractions during class may impede a student's progress and their ability to work effectively. The following studio etiquette must be observed by parents and other guests observing class:

- No video or photography
- No conversing; please hold any questions or comments until the end of the class
- No texting or calling permitted; all cell phones must be turned off before entering the studio
- No food or drink permitted in the studio
- No outer footwear permitted in the studio.

## **XVI. PROFESSIONAL AND MEDICAL SERVICES**

### **Medical Support**

Medical support is provided under the direction of Dr. Brian Lukie, M.D., who is affiliated with the Pan Am Sports Medicine Clinic. A medical referral base has been developed to address any need for more specialized medical care. Some referrals are in place at the Pan Am Sports Medicine Centre and include orthopaedic consultants and a surgical facility, paediatrics, rheumatology, fitness testing, laboratory and x-ray facilities. Referral to medical and treatment centres for other specific areas of concern such as gynaecological and behavioural issues (i.e. eating disorders) have been coordinated through medical services.

Educational programs and seminars have been blended into the RWB School curriculum addressing nutrition, injury prevention and stress management. The goal of earliest possible intervention for injury or behavioural problems is sought by close communication between RWB School artistic/Residence staff and medical/therapy services.

Dr. Lukie also holds weekly clinics at the RWB studio building. International students should ensure they have suitable coverage for costs of seeing a physician.

On occasion the RWB School may recommend professional counselling to students or a student may seek guidance with issues such as stress, family issues, lifestyle choices, body image/concerns, etc. Referrals can be made through Dr. Lukie.

Please note that RWB School staff is not authorized to give out medication of any kind to students, including over the counter medication.

Fees for medical services and individual consultations are the responsibility of the student/family. The RWB School recommends that families purchase supplemental health coverage as many typical health plans do not cover physiotherapy and other services. Students are required to bring their medical insurance cards or a clear photocopy of a medical card. Receipts will be issued so that reimbursement can be received from private insurers.

## Physiotherapy

Physiotherapy services are available for Canada's Royal Winnipeg Ballet School Professional Division students on site and provided by licensed physical therapists Kevin Dyck, B.M.R (PT); Sam Steinfeld, BSc, B.M.R (PT); Janine Didyk, B.Sc., B.M.R (PT) through the RWB physiotherapy department.

In order to receive physiotherapy treatments, a Physiotherapy Authorization Form must be completed before treatment will be provided. International students will be required to complete a waiver allowing for information about physiotherapy treatments to be shared with our RWB School Registrar in order to convey to a specific 3<sup>rd</sup> party insurer as required.

All physiotherapy treatments must be paid for in advance through the RWB School Office, either by setting up an account for billing on a preauthorized credit card (see Appendix F), or by debit or cash payment. For those who do not have a pre-authorized credit card on file, a payment receipt must be presented to our physiotherapist on duty prior to receiving treatment. Receipts for physiotherapy are mailed once a month.

Physiotherapy is not covered under Manitoba Health Services Commission, the costs of all physiotherapy treatments are the responsibility of the student/family. Students with insurance coverage for physiotherapy treatments must pay all costs directly to the RWB and send physiotherapy receipts to their insurance company for reimbursement after the fact.

Students may book appointments by writing their full name on the appointment sheet on the bulletin board outside the physiotherapy department. Two time slots (i.e. 30 minutes) must be booked for a new assessment and one time slot (i.e. 15 minutes) for a follow-up appointment for that problem. If students are scheduled incorrectly, the physiotherapist may not be able to see the student that day. Please note that appointments may not be booked during the times designated as "Company Time", as they are set aside for RWB Company members only.

If a student is unable to keep a scheduled appointment, they must cancel the appointment in person through the physiotherapy department or by calling 204.957.3460, otherwise a non-attendance fee of \$35 will be charged to their account.

The 2012-13 physiotherapy rates are \$64.00 for a new assessment and \$51.50 for follow-up appointments. All fees are subject to change.

Students who come to the physiotherapy department for taping of a body part only (i.e. no other treatment provided), will be charged as follows:

Arch/toe	\$ 8
Ankle	\$12
Calf/Achilles	\$16
Knee	\$14
Patella	\$ 8
Wrist	\$10

## Massage Therapy

Massage therapy is available on site in the 3<sup>rd</sup> floor physiotherapy department of the RWB building on Thursdays from 4:00 to 8:00 pm and Saturdays from 9:00 am to 3:00 pm. Before treatment can be administered, the Massage Therapy Release Form included in the Summer Session Acceptance Package must be completed, signed by parents (or by the student if they are over 18) and handed in to the RWB School Office.

Please note that the system for making an appointment and payment for a massage has recently changed. Students may book appointments by signing up on the schedule outside the physiotherapy department. Payment should be made directly to the massage therapist, who will provide students with a receipt, in order to claim any health benefits program to which they may be entitled.

Cost for treatment is:

\$40	30-minute appointment
\$50	45-minute appointment
\$60	60-minute appointment
\$90	90-minute appointment
\$30	Missed appointment / less than 24-hour cancellation

Appointments are available to all RWB staff, Professional Division students and Recreational Division students on a first come-first serve basis. Any cancellations must also be done with at least 24-hours notice. Please note that there will be a fee assessed for any missed appointments or cancellations of less than 24-hours notice.



## Health Insurance

As of April 1, 2012 all international students studying in Manitoba with a study permit valid for at least six months are now eligible for Manitoba Health coverage.

International students also attending academics at the Collegiate at the University of Winnipeg must purchase additional coverage with Guard Me Insurance at the cost of \$25 a month\*. Please note that this is not extended health coverage and will not cover dental, vision, drugs, etc. For more information, please contact the Collegiate at 204.986.9219.

International students whose academic studies are not being done through the Collegiate or who have completed their academic requirements are strongly recommended to purchase additional health coverage for the duration of their studies at the RWB School and while in Canada. 'VISITORS TO CANADA' health insurance coverage is available through Carlson Wagonlit in Winnipeg. For details, please call 204.943.0029.

*\*Quoted fee based on information at time of printing and are subject to change.*

## Protocol in a Medical Emergency

Any students with epi-pens and/or inhalers for severe allergies must have the epi-pen/inhaler with them at all times, including in the studio during their classes.

Students must immediately inform the nearest RWB School staff person if they are experiencing/witnessing a medical emergency.

The role of proper hygiene (i.e. washing hands frequently) is vital to help ensure the safety of fellow students/self with respect to lethal allergies. All students, staff and visitors are asked to be vigilant about hand-washing when in the RWB building and Residence.

## XVII. REGISTRATION AND PAYMENT OF 2012-13 FEES

### Regular Session

To confirm your place in the program, your Registration Form and payment must be received by the RWB School Office before August 13, 2012.

### Payment of Fees

Tuition and Residence fees are payable on or before the start of each session or by established payment plans indicated on the Registration Form. Requests for alternate payment arrangements should be made in writing to the Registrar prior to August 6, 2012 and should accompany the Registration Form. Requests for payment plans after this date may not be possible to approve.

If paying fees in full, payment may be made by cash, Interac or *Visa, MasterCard or American Express*. Fees being paid in instalments according to a payment plan must be paid by *Visa, MasterCard or American Express*. All payments must be in Canadian funds.

### Cancellation of Registration

A student's registration in the Professional Division may be automatically cancelled if the required fees are not paid on or before the deadlines indicated by the chosen payment plan, or in accordance with an agreed upon alternate payment schedule. In this event, the student will be dismissed from classes. Should payment concerns not be immediately resolved, the student may be sent home at their family's expense.

### Refunds

Written notice of withdrawal from the program must be provided in all cases. Damage deposits will not be refunded in the case of withdrawals. A non-refundable \$200 administration fee will be assessed for each registration.

Refunds, where applicable, will be calculated as follows:

Up to October 31, 2012	50% of total fees owing for 2012-13 less non-refundable deposit
Up to January 31, 2013	20% of total fees owing for 2012-13 less non-refundable deposit
After January 31, 2013	No refunds on tuition or Residence fees.

Students whose account is not paid in full at the time of withdrawal due to an established or approved alternate payment plan will still be responsible for all fees as above. See Registration Form for more information.

Please note that any financial aid previously allocated by the RWB School is rescinded upon withdrawal from the program.

**Academic fees**

Academic fees for the Collegiate at the University of Winnipeg and Nordale School are due at the beginning of the RWB School year, in full, before classes begin. Academic fees must be paid through the RWB School. (See pages 8 and 9 for more information on Academics).

**XVIII. FINANCIAL AID, SCHOLARSHIPS AND GRANTS****Social Insurance Numbers & International Tax Numbers**

The Canada Revenue Agency now requires that Social Insurance Numbers (SIN) or International Tax Numbers (ITN) be kept on file for any students of Canada's Royal Winnipeg Ballet School Professional Division who are receiving either a scholarship and/or financial aid from the RWB School.

All RWB School students are eligible for RWB School scholarships, with the exception of students on probation. RWB School students who apply for financial assistance are eligible to receive funds for both the Summer and Regular Sessions.

As such, it is mandatory for all RWB School students attending either the Summer or Regular Sessions, including international students, to have a SIN or ITN. Parents are responsible for application of under age students.

Anyone who receives Canadian money in the way of a scholarship or financial aid must file a Canadian income tax return for the year in which it was received.

Information on how to apply for a SIN can be found at <http://www.servicecanada.gc.ca/eng/sin/forms.shtml>.

Information on how to apply for an ITN can be found at <http://www.cra-arc.gc.ca/E/pbg/tf/t1261/README.html>.

Financial aid and/or scholarship funds cannot be applied to a student's account without a SIN or ITN. SIN and ITN's must be submitted to the School Office with the student's Registration Form before August 13, 2012.

If you have any questions, please contact the School Office by phone at 204.957.3467 or by email at [school@rwb.org](mailto:school@rwb.org).

**Financial Aid**

Financial aid is available for both returning and new student of Canada's Royal Winnipeg Ballet School Professional Division. Preference will be given to returning students who have demonstrated the commitment necessary to study at this level.

To be considered for financial aid for the Regular Session, parents of new students must complete the Financial Aid Application Form included in the Summer Session Acceptance Package. Parents of returning students will have a Financial Aid Application Form sent to them in January. This form will serve as an application for both Summer and Regular Session consideration. Without the completion of this form, no financial aid will be awarded. Please note that we may not be able to fully consider your financial aid application should it not be received by the deadline.

Any student on probation is not eligible for financial aid. The RWB School will notify parents in August if their child has been awarded financial aid for the Regular Session.

Please note that any financial aid previously allocated by the RWB School will be rescinded upon withdrawal from the program.

**Scholarships**

There are a number of scholarships available to students attending the Regular Session. Students must return to the Regular Session after Summer Session to receive their scholarship. Each scholarship has its own set of criteria, which is determined by the individual, foundation, or company who has donated the scholarship. Students need not apply for the scholarships. All students who are eligible for each scholarship will be considered.

It is up to students and their families to research grants available from the provincial and federal government, foundations, individuals, companies, etc. The following is a brief outline of where to start looking:

**RWB School Board**

School Boards in each Canadian province are given a certain amount of money from their provincial government to educate the students in their district. Therefore, a student from outside the province of Manitoba may qualify with their individual home school board for a transfer of funds to assist in the student's education. A letter to the Superintendent of Schools should include a description of the student's talents and goals and why they have left the province for their education. Examples:

- There is no similar facility within your province; therefore, you have decided to send her/him to Manitoba for specialized training and education
- Students from outside the province of Manitoba who attend public schools have to pay school fees to the appropriate School Division and as parents you are responsible for the fees

Also include a description of the expenses of the RWB School such as tuition, clothing, transportation, etc. Remember, the earlier your requests are submitted, the better the chance to receive funds. If you would like assistance or further information in this regard, please contact the RWB School Office.

#### **Other grants available:**

The RWB School Professional Division is listed in Canada and the U.S. as a post-secondary education institute. Students are encouraged to seek funding from all possible sources in their home province or state, including federal and/or provincial student loans.

Many provinces offer scholarship/grants programs for students whose intentions are to study full-time, part-time or short term and who are considering a professional career in the performing arts. Each province has specific requirements that must be met according to their applications. Contact your local provincial Arts Council (or similar body) for applications and to determine eligibility.

Students applying for one of these grants/scholarships may require very specific support materials from the RWB School. Support material(s) from the RWB School should be applied for at least three months prior to the application deadline. Students must pick up a Request for Grant/Audition Support Material Form from the RWB School Office and submit the completed form with their payment to the RWB School Office three months prior to the application deadline. Applications submitted less than three months prior to the application deadline are subject to higher fees. Please note that while the RWB School will always endeavour to assist our students, requests for support materials made to the RWB School with less than three months notice may not be possible, depending on available resources at the time of the request.

Applicable fees for Requests for Support Materials:

	<i>Fee schedule A THREE months or more prior to grant deadline</i>	<i>Fee schedule B Less than THREE months to ONE month prior to grant deadline</i>	<i>Fee schedule C Less than ONE month prior to grant deadline</i>
<i>One DVD and one letter of recommendation</i>	\$65	\$85	\$100
<i>Each additional application (DVD and letter)</i>	\$45	\$60	\$75
<i>Each additional letter</i>	\$20	\$30	\$40
<i>Each additional DVD</i>	\$12	\$15	\$20
<i>One letter of recommendation only</i>	\$20	\$30	\$40

Students should also apply to any organizations or clubs to which they or a family member are affiliated, such as the *Royal Canadian Legion*, *Kinsmen*, *Shriners*, etc. Many of these groups have scholarships or funds to award to eligible applicants. Also, some businesses set aside funds for children of employees. Lastly, be aware that many scholarships and grants are not available for the summer.

Senior students who have completed high RWB School may also want to consider applying for a student loan. For more information on student loans and more, visit the *Canada Student Loan* website at [www.canlearn.ca](http://www.canlearn.ca)

Below are several provincial organizations that offer grants/scholarships in Canada for Canadian students:

#### **Provincial Arts Organizations**

Manitoba Arts Council, Student Bursary Program  
93 Lombard Ave, Unit 525, Winnipeg, MB R3B 3B1  
Tel: 204.945.2237 or outside Winnipeg, toll-free 866.994.2787  
Fax: 204.945.5925  
Email: [info@artscouncil.mb.ca](mailto:info@artscouncil.mb.ca)  
[www.artscouncil.mb.ca](http://www.artscouncil.mb.ca)

Alberta Foundation for the Arts  
10708 105 Avenue, Edmonton, AB T5H 0A1  
Tel: 780.427.9968 or toll-free in Alberta by first dialing 310.0000  
[www.affta.ab.ca](http://www.affta.ab.ca)

British Columbia Arts Council  
Scholarship Awards Program  
800 Johnson Street, 1<sup>st</sup> Floor, Victoria, BC V8W 1N3  
Tel: 250.356.1718  
Fax: 250.387.4099  
Email: BCArtsCouncil@gov.bc.ca  
www.bcartscouncil.ca

Ontario Arts Council  
151 Bloor Street West, 5th Floor, Toronto, ON M5S 1T6  
Tel: 416.961.1660 or toll-free in Ontario: 800.387.0058  
Fax: 416.961.7796  
Email: info@arts.on.ca  
www.arts.on.ca

Nova Scotia Talent Trust Scholarship Program  
Suite 601, 1800 Argyle Street, Halifax, NS B3J 2R5  
Tel: 902.233.4304  
Fax: 902.424.0710  
Email: nstt.scholarship@gmail.com  
www.nstalenttrust.ns.ca

New Brunswick Arts Board - Arts Scholarships Juried Program  
61 Carleton Street, Fredericton, NB E3B 3T2  
Tel: 506.444.4444 Toll Free: 1.866.460.ARTS  
Fax: 506.444.5543  
www.artsnb.ca

For more information, contact the appropriate agency/council in your area.

### **Canadian Directory to Foundations**

The *Canadian Directory to Foundations* can be accessed by the RWB Senior Director of Marketing and Development to investigate the options open to you. Please note that often these foundations do not support individuals.

## **XIX. BANKING**

There is a wide variety of banks in close proximity to *Canada's* Royal Winnipeg Ballet School Professional Division. One option that seems to work well for many individuals is to open an account and provide your child with a bank card. Each month you can put a certain amount in the account that will cover their allowance for that month.

Canadian Imperial Bank of Commerce	Cityplace Mall	204.944.5057
Bank of Montreal	Portage & Hargrave	204.985.2480
Assiniboine Credit Union	233 Kennedy (Medical Arts Building)	204.958.8635
Royal Bank	370 Portage Ave (MB Hydro Building)	204.988.4068
Scotiabank	363 Broadway	204.985.3002
TD/Canada Trust	444 St. Mary	204.988.2846

## **XX. STUDY PERMITS**

Non-Canadian students must have a valid study permit in order to study at the RWB School. Permits should be requested through Canadian Consulates in your home country. It is the responsibility of students and their parents to make sure they have the correct and appropriate paperwork in place before traveling to Canada. For further information, refer to the Government of Canada website at [www.cic.gc.ca](http://www.cic.gc.ca). Students who will be staying in the RWB Residence may have the Dean of Residence sign as their legal custodian while in Canada as required by the study permit.

## XXI. STUDENT PRIVACY NOTICE

Canada's Royal Winnipeg Ballet School Professional Division values our relationships with our students and respects their privacy.

The Federal *Personal Information and Electronic Documents Act* ("PIPEDA") is in effect for organizations in the private sector in Manitoba. We have adopted a Privacy Code to ensure that we are in compliance with all privacy laws applicable in Manitoba, including PIPEDA. You can obtain a copy of the complete text of our Privacy Code by contacting our offices or by visiting our website at [www.rwb.org](http://www.rwb.org).

Some key points of our Privacy Code include:

- The RWB only shares personal information about our students for legitimate purposes and, where appropriate, we require such third parties to provide assurances to safeguard such information. For example, we may share some information in confidence with parents, and with physicians under contract with the RWB.
- We do not barter or sell personal information regarding our students.

While continuing to serve our students, the RWB has and will collect, use and disclose student personal information on the basis of our Privacy Code. We will retain student information for as long as needed to fulfill the above-noted purposes and as required by law.

### Privacy Acknowledgment

Personal information collected by the RWB shall be used, retained and disclosed for the following purposes:

- to establish and serve our students
- to administer billing and process payments with financial institutions
- to enable us to contact and liaison with our students' parents, teachers, RWB Schools, physicians, health care providers, and other necessary third parties to assess our students' abilities and needs and to provide them with appropriate programs, services and care
- to maintain adequate accounting and tax records, to assess the quality and quantity of our services, and to have information in such form as we may reasonably require for our business needs
- to meet any legal, governmental or regulatory requirements, to detect and prevent fraud, to protect the interests of our students and the RWB

### Privacy Declaration

Signing the completed Registration Form declares that you have read and understand the Privacy Acknowledgement section and consent to the RWB collecting, using and disclosing personal information for the purposes identified therein.

NB: If you wish to limit the use and disclosure of your personal information or if you have any questions or concerns, please do not hesitate to contact our privacy officer, Dale Sulymka, at 204.957.3470, or by email at [dsulymka@rwb.org](mailto:dsulymka@rwb.org)

## XXII. RWB HARASSMENT POLICY

### 1 Principle

Canada's Royal Winnipeg Ballet School Professional Division strives to provide an environment that is free of harassment and supportive of personal dignity, self-esteem and fair treatment. Harassment will not be tolerated as part of any activities engaged in by the RWB.

### 2.1 Harassment - General

A course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome. Harassment may include comment or conduct initiated by one person towards another which causes humiliation, offense or embarrassment, or results in a poisoned work environment. Single acts of sufficient severity may constitute harassment.

### 2.2 Sexual Harassment

One or a series of comments or conduct of a gender related or sexual nature that is known or ought reasonably to be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate.

### 2.3 Personal Harassment

Behaviour directed at an individual who has the purpose or effect of unreasonably interfering with the person's work and/or creating an intimidating, humiliating, hostile or offensive environment.

### 2.4 Direction/Evaluation

Harassment does not include either fulfilling the requirements of a performance or direction and/or evaluation of an individual in order to have the person improve his or her performance. Sexual harassment does not include such appropriate and proper touching as may be necessary in the course of dance instruction, coaching or performance.

- 3.1 When such behaviour occurs the complainant shall, if it is possible, make known to the harasser that it is unwelcome behaviour.
- 3.2 If the behaviour continues, or if it was not possible to deal directly with the harasser, the complainant must report the offending behaviour to either the harasser's\* superior or an RWB manager. The purpose of this action is to receive assistance to deal with the offending behaviour.
- 3.3 If the behaviour is not resolved with the assistance of the manager chosen under 3.2, the complainant must refer the complaint to the RWB Executive Director. Should the complaint be directed at the RWB Executive Director, the complainant will refer to the RWB Artistic Director. Should the complaint be directed at the RWB Artistic Director, the complainant will refer to the RWB Executive Director. The complainant must provide the following information:
  - name of respondent
  - details of offending behaviour including date, time, number of occurrences, witnesses
  - section of any existing collective agreement contravened

#### PROCEDURE

- 3.4 If the behaviour is still not resolved, the complainant may refer the complaint to the Chair of the RWB Board of Directors.
- 3.5 The RWB Director selected in 3.3 will provide a copy of the complaint to the respondent, asking for a response to the allegations.
- 3.6 Senior management of the RWB will undertake an investigation of the allegations in as discreet and confidential a manner as possible. The RWB, at its own cost, may appoint a neutral third party to conduct this investigation.
- 3.7 Based on the findings of the investigation, the RWB\*\* may take whatever action it deems necessary, up to and including termination of employment, or dismissal of a student, if it finds in favour of the complainant. If the investigation reveals that the complaint was frivolous, vexatious or made in bad faith, a similar sanction may be brought against the complainant.
- 3.8 In the event that the parties are unable to reach agreement, either party may refer the dispute to the Manitoba Human Rights Commission.\*\*\*

\* Where the complainant is a member of a bargaining unit, s/he may refer the complaint to a representative of such bargaining unit at any stage of the process for advice, guidance or representation. Any employee may, at any time, refer the complaint to the Employee Assistance Program for guidance.

\*\* Where the employee to be disciplined is a member of a bargaining unit, the bargaining unit must be consulted in the determination of the disciplinary action to be taken.

\*\*\* Where any of the principals is a member of a bargaining unit, the dispute may be referred to the dispute resolution procedures of the applicable collective agreement.

### XXIII. PARENTING FROM A DISTANCE

*Prepared by Penny McCullagh*

You and your child have just made one of the most difficult decisions of your life. Your child has expressed an extreme interest in pursuing ballet - enough to consider moving from home to do so. In general, this will probably be a difficult transition period for both you and your child. Attending Summer Session is quite different than attending the year-round program. On top of the strain and stresses and pleasures of focusing on dance, students also have the added responsibility of academic RWB School. Below are some thoughts on how both you and your child can make a positive transition.

#### ***So your child has moved away to study ballet!***

People have said to me, as a parent, "How could you send your child away to study dance? I could never do that!" A possible response is, "I didn't send my child away. He/she wanted to go because it could be a wonderful opportunity for them to pursue their desired activity. We decided as a family that this was the best option, despite how difficult it is for all of us."

However, just because your child doesn't live under the same roof anymore, doesn't mean that your parenting days are over. In fact, the days that lie ahead may prove very challenging as a family.

## **Separation**

How do both you and your child handle separation and what can you both do to make this transition easier? Some parents may have a difficult time when their child moves. This may be especially true if the child is an only child. Parents may have an "empty nest" long before they anticipated. When your child first moves, you may want to leave everything in their room just as they left it, so that when they come home for the first visit it still feels like home.

It is likely that as your child lives away from home, they will become more and more independent at a fairly fast pace. They are now responsible for getting themselves to ballet and academic RWB School as well as doing their own laundry etc. Although the Residence staff is there to assist, your child will learn to do these daily activities on their own and in fact, may not want your help with these activities anymore. Also, they learn to operate within their own time constraints and schedule.

When parents visit, their arrival can sometimes be disruptive to the "normal" schedule. Also, since they may not have seen you in some time, they may at times need a warm-up period. Depending on your child, it may be best to pre-arrange your schedule if you are coming for a visit (e.g., they may already have a birthday party of a good friend they want to attend). Find these things out before you come to minimize conflicts. You want your time with your child to be as enjoyable and stress-free as possible. Remember that if you come close to performance time, they will be very busy with rehearsal schedules and may also be a little more stressed than usual.

How they grow up fast! When we don't see our children for quite some time, they change. We often fail to recognize that they would also be growing up if they were home - we tend to miss the subtle changes and only see the big changes when we don't see them for weeks or perhaps months at a time. How do we better communicate when we see them? Do your best to keep in reasonable touch and be open to new attitudes they may have acquired since you last saw them.

Remember, we are the parents and we are dealing with teens and pre-teens. This time of rapid growth, both physically and emotionally, has never been easy for many children, including interactions with their parents, so remember, your situation is probably no different than most parents face; we are just doing it from a distance. Adolescents are in a big period of transition and by moving away to study ballet they have added another transition. They may change their hairstyle, wear different types of clothing or begin to wear make-up. These are normal activities for adolescents, but perhaps a little shocking when you haven't seen your child in a while. Remember, many of these same changes would have occurred if your child had been at home. In fact, life at the ballet is more structured and requires more discipline than many activities, so it is likely that many of their role models are very positive. The most important thing is to keep an open line of communication so you can help your child through this often-difficult period.

## **Keeping in Touch**

Keep in contact with letters, phone calls, e-mail if you and your child are on a computer, photos and videos (if your family has a special dinner or the child has other siblings who are in activities, or special pets, and you have a video, take it along to say "hi" or mail it off and your child can see a bit of home). Pick certain times for phone calls (almost like an appointment) so you don't miss each other. If phone bills are getting out of hand, limit calls to certain times unless there is an "emergency". Remember, for children and young adults, many occurrences appear catastrophic. Keep in mind, the Residence staff is there to help your child with personal difficulties as well and you as a parent are free to call them to discuss concerns. Also, if you can, send a care package with some goodies. Keep your own family traditions going despite the fact that your child is away (e.g., if they always got jelly beans at Easter time, send them some).

## **Helping From Afar**

If your child has an extensive project for RWB School or needs newspaper clippings etc. you can help from at home and send them along in the mail - don't feel bad - this isn't like doing their homework and really parallels what you would do to help your child if they were at home. It will probably make you feel like you are still a parent (so it is good for you, too!).

## **Understanding Motivation**

This one can be tough unless you have had extensive experience yourself in some high level activity. Following is a suggested reading list that provides information on children in dance as well as other activities. Learn all you can but recognize they are the ones experiencing and living their activity. To be able to keep a line of communication open, it seems reasonable for parents to try to learn as much about dance as possible.

Encouragement versus pushing - where do you draw the line? The ultimate answer is that the motivation must come from the dancer. If they are no longer motivated - perhaps it is time to re-evaluate - talk to your child, talk to their teacher (they will notice subtle changes). Are your child's and your expectations realistic? The RWB School teachers will be helpful in answering some of these questions. The road to becoming a professional dancer is long and difficult, but one that cannot be reached without years of training. The number of aspiring dancers far outweighs the number of opportunities available, however without a dedicated effort there is no chance. Also, many individuals find related careers that fulfill their aspirations (e.g. choreography, production, lighting, costuming, etc.).

## XXIV. PARENTS TO CONTACT

Listed below are some parents who are willing to share their thoughts with you. The RWB School would like to thank them for volunteering to have their name on this list. Feel free to give them a call or send an email.

*Ms. Kelebogile Setiloane and Mr. Emmanuel Babatunde*  
701 Crossan Road, Newark, DE 19711 USA  
Ph: 302.831.1560  
Email: ksetil@UDel.Edu

Their son Akanbi has been at the RWB School since 2007. He will be registered in Level 6 in September.

*Mrs. Janice Benko and Mr. Aaron Benko*  
40 Strathridge CI SW, Calgary, AB T3H 3R8  
Ph: 403.274.5667  
Email: ajbenko@shaw.ca

Their daughter Anna will begin Level 5 this fall and her fourth year in the RWB School.

*Ms. Susan Deleau*  
63 Franklin Bay, Winnipeg, MB R3K 2G5  
Ph: 204.296.9422  
Email: sdeleau@shaw.ca

Jaimi Deleau will be registered in the Aspirant Program this fall, as she begins her eighth year in the RWB School.

*Lana and Todd Vetter*  
1308 N Elmwood Avenue, Sioux Falls, SD 57104-1126 USA  
Ph: 605.334.4772  
Email: Lana.Vetter@k12.sd.us

Ryan Vetter has been a student in the RWB School since 2007 and will be in the Aspirant Program this fall.

## XXV. REFERENCES FOR PARENTS

*Taylor, J. & Taylor C. (1995). The Psychology of Dance, Champaign, Ill; Human Kinetic Pub.*

This book discusses the mental side of dance. It talks about issues related to motivation, concentration, imagery, goal setting and confidence. This book is directed to the mental aspects of dance and should prove a useful resource for dancers.

*Csikszentmihalyi, M., Rathunde, K., & Whalen, S. (1993). Talented Teenagers: The Roots of Success & Failure; Cambridge University Press*  
This book is actually a research study that examined 200 talented teenagers across a number of domains including science, math, music and art. Their primary goal was to examine patterns of activities and time use and found that learning to engage in difficult tasks is indispensable. They also found that the emotional and material support provided by families was crucial in talent development.

*Applegate, Liz (1991). Power foods: High performance food for high performance people, Pennsylvania; Rodale Press*  
This book is an excellent reference for nutrition.

*Ryan, Joan. (1995). Little Girls in Pretty Boxes: The Making and Breaking of Elite Gymnasts and Figure Skaters, New York, Toronto; Doubleday*

This is really a heartbreaking story of the abuses that occur in high-level figure skating and gymnastics, especially in recent years in the United States. The RWB School staff has been well trained and such behaviours are not condoned.

*Thompson, R.A., & Sherman, R.T. (1993). Helping Athletes with Eating Disorders, Champaign, IL; Human Kinetics Pub.*

This book is designed for coaches, team physicians, sport psychologists, athletic trainers, physical therapists, sport nutritionists, dance trainers and other sport and medical professionals as a practical and comprehensive guide to effectively managing athletes with eating disorders. Case studies are provided to explain salient aspects of the difficulties facing athletes with eating disorders.



### *Dance Magazine*

This is a monthly publication available at the local newsstand. It not only makes great reading for your young aspiring dancer, it also provides valuable information to parents to help them learn more about the world of dance. Although it covers many dance forms, ballet is prevalent. Call 800.331.1750 or write to P.O. Box 50470, Cicero, IL, 60650-9902

Every other year, Dance Magazine publishes a Guide to Colleges. This provides information on college dance programs that are available throughout North America. Write Dance - Guide to College - 33 West 60th Street, New York, NY, 10023 or call 212.245.9050.

### *Stern's Performing Arts Directory*

This is the telephone book of music and dance. It has over 10,000 entries. It costs approximately \$US 68.50 (you may want to check your local library for this one). 33 West 60th Street, New York, NY 10023.

### **Dance Biographies or Autobiographies**

There are lots of these books on the market. Check your local library or bookstore to see what they have available.

## XXVI. EXPENSE WORKSHEET

To help you plan your budget here are some of the things to consider in adding up your expenses.

### Regular Session (September to June)

RWB School Tuition	_____
Residence Fees or Rent	_____
Academic Fee	_____
Health Insurance	_____
Student Lounge/Locker Room Deposit	_____
Groceries/Lunch Plan	_____
Transportation (i.e. bus pass)	_____
Ballet Clothing/RWB School uniform	_____
Ballet Shoes	_____
Slippers @ \$_____ per pair	
Pointe @ \$_____ per pair	
Spending Money / per month	_____
Physiotherapy Fees	_____
Telephone / Internet	_____
Air Transportation (Count the number of times you will go back and forth during the year)	_____
<b>TOTAL</b>	_____

**Notes:**



